



Cincinnati Police Department STAFF NOTES

November 15, 2005

Colonel Thomas H. Streicher, Jr., Police Chief



Inspections Section

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District Three

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Chief's Office

- [Letter to Ohio Adult Parole Authority Regarding Inmate Greg Cooper](#)
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1. BODY ARMOR SAFETY ISSUES

Recently, the United States Department of Justice (DOJ) issued an advisory to police departments nationwide that certain body armor containing the synthetic material known as “Zylon” may not provide sufficient ballistic resistance, particularly if the body armor is more than two years old. Scrutiny of Zylon-based body armor stemmed from the shooting of a police officer who was seriously injured when a bullet penetrated his body armor that was constructed of the Zylon material. Following this armor failure, the Bureau of Justice Administration asked the Police Executive Research Forum (PERF) to assemble information regarding the use of Zylon-based and other forms of body armor.

The Cincinnati Police Department was one of 86 participating police agencies in the country to assist PERF with research into what types of body armor are currently used by law enforcement agencies, and what percentage of body armor currently in use nationwide contains the Zylon material.

It is important to note that the body armor used by our Department does not contain the questionable Zylon material, and is therefore not affected by the DOJ advisory.

Members are reminded that the only body armor they are to wear on-duty is what has been currently issued to them by the Department.

Members should also follow the manufacturer’s recommended care instructions when cleaning and storing their body armor.

2. GREATER CINCINNATI POLICE HISTORICAL SOCIETY POLICE MUSEUM

The Greater Cincinnati Police Historical Society (GCPHS) is nearing its goal of opening a police museum in Cincinnati. The museum is located at 959 W. Eighth Street, adjacent to the Cincinnati Police Federal Credit Union. To maintain and operate the museum, the Society needs regular, ongoing funding. A membership is available starting at one dollar per pay period. Membership allows free admission to the museum during its regular hours. Members help maintain and operate the museum. Future membership benefits will include a newsletter and access to special events.

GCPHS is a 501c3 organization; therefore donations may be tax deductible. To make your donation through payroll deduction, use the form [attached](#) to these Staff Notes. Forms are also available from any GCPHS member. Additional questions may be directed to Police Specialist Dick Gross, Criminal Investigation Section, at 352-3543 or Lieutenant Alan March, District Three, at 352-3574.

3. PROMOTIONAL READING LIST

The current promotional reading list will expire December 31, 2005. [Attached](#) to these Staff Notes is the approved promotional reading list for 2006-2007. Information on sources for the outside reading material is included.

The Police Academy maintains a limited number of copies of the recommended publications that may be borrowed for limited periods of time. Questions on the reading list may be directed to Ms. Sabrina Burton-Simonson at 352-3562.

4. OHIO SUPREME COURT DECISIONS RE: OHIO PUBLIC RECORDS ACT AND PUBLIC EMPLOYEES' PHOTOGRAPHS AND HOME ADDRESSES

The Ohio Supreme Court recently issued two decisions which state that public employees' home addresses and photographs are not considered public records under Ohio law.

In response to these recent decisions, the Police Department will no longer release public employees' photographs and home addresses pursuant to public records requests.

Planning Section and the Law Department are currently working on revisions to procedures impacted by these decisions.

5. REVISION OF [PROCEDURE 12.400](#), INCIDENT REPORTING, MISCELLANEOUS REPORTING, AND [PROCEDURE 12.615](#), DECEASED PERSONS/PRISONERS

Procedure 12.400, Incident Reporting, Miscellaneous Reporting, has been revised to comply with the requirements of Senate Bill 178. Definitions for Mentally Retarded Persons and Developmental Disability have been added. Due to a new requirement to conduct joint and cooperative investigations with the Hamilton County Board of Mental Retardation and Developmental Disabilities (MR/DD), officers assigned to investigate cases where the victim is mentally retarded or developmentally disabled must notify the Hamilton County Board of Mental Retardation and Developmental Disabilities (MR/DD) Investigations Unit prior to beginning their investigation. Officers will contact the MR/DD Investigations Unit at (513) 794-3308, 24 hours a day.

Procedure 12.615, Deceased Persons/Prisoners, has also been revised to comply with Senate Bill 178. The definitions for Mentally Retarded Persons and Developmental Disability have also been added to this procedure as well as the requirement for the Police Department to report all deaths of mentally retarded and/or developmentally disabled individuals to the Coroner's Office regardless of the circumstances.

Other minor changes have been made to the above procedures. These revisions are effective immediately. Personnel should review the procedures in their entirety. The revised procedures are available on the Intranet and on the Department web page.

Corresponding to these procedures, Forms 301, Incident Report, and 301VVS, Victim/Vehicle Supplement, will include the field: "Is the victim MR/DD? Y or N." Forms 311G, Confidential Investigate Notes – General, will include a block indicating whether the Hamilton County Board of MR/DD was notified or not. If notification was required, there is a block to list the name of the person notified. The forms will be revised at the next printing.

6. LETTER TO OHIO ADULT PAROLE AUTHORITY REGARDING INMATE GREG COOPER

[Attached](#) to these Staff Notes is a letter opposing the release of Inmate Greg Cooper. Mr. Cooper was involved in an aggravated robbery in Montgomery, Ohio, in 1989. During his escape, Mr. Cooper shot Montgomery Police Officer Mike Young twice, once in the chest and once in the hand. Because Officer Young was wearing a bullet proof vest his injuries were not fatal; however, reconstructive surgery was necessary to repair his hand. Officers are urged to copy the attached letter, sign it and fax it to the Ohio Adult Parole Authority at 614-752-0600 by the hearing date of November 16, 2005. All letters must contain Mr. Cooper's prison ID number (219405).

7. THANK YOU LETTERS

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Lieutenant Colonel James Whalen
Lieutenant Mike Neville
Police Officer Pat Galligan

Captain Andrew Raabe
Sergeant Chad Richter

NAME _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
PHONE _____ ACCOUNT # _____

THREE WAYS TO CONTRIBUTE:

- 1) **Deduct-A-Buck** – make a contribution via payroll deduction, also available for retired officers.

\$1.00 per pay \$2.50 per pay \$5.00 per pay Other _____

Employer _____

- 2) **For Credit Union Members** – automatic transfer from: Regular Savings Checking Other _____

\$1.00 per week \$1.50 per week \$2.50 per week \$4.00 per week Other _____

AUTHORIZING SIGNATURE (needed for methods 1 and 2): _____

- 3) Enclose a check or money order payable to the society



We aspire to become the area's principal repository for related artifacts by operating a library, archives and research facility to encourage study into and inspire appreciation of law enforcement. What better way to do all these great things than by opening a museum?

Thanks to the generosity of the Cincinnati Police Federal Credit Union, the Police Museum will be located in the office space adjacent to the Credit Union located on Eighth Street. However, our facility needs significant renovation before we can open our doors to honor the police divisions. We ask for your assistance in this effort. Providing financial support, donating artifacts or sharing historical insight would be greatly appreciated and invaluable to the patrons of the museum.

Please help us encourage among the present and future

generation, a pride and interest in law enforcement by completing this form and returning it to us.

Thank you for your consideration. We know there are many other good causes to contribute to. If a monetary contribution is not possible, contribute by telling others about our mission.

The Greater Cincinnati Police Historical Society is endorsed by FOP 69 and the Hamilton County Police Association.

We are incorporated and are registered with the Internal Revenue Service as a non-profit organization which means any cash contribution or donated property to the Society is tax-deductible as allowed by the Internal Revenue Code.

The Society thanks the employees of the Cincinnati Police Federal Credit Union for their support!

Cincinnati Police Department Reading List for Promotions

2006-2007

Police Specialist

Title

Source

- | | |
|---|-------------------------------|
| 1. Procedure Manual | CPD |
| 2. Tactical Patrol Guide | CPD |
| 3. Staff Notes (Last 12 months) | CPD |
| 4. Fixing Broken Windows | Simon and Schuster Publishers |
| 5. Investigations Manual | CPD |
| 6. Writing for Law Enforcement | Prentice-Hall |
| 7. How to be a Great Cop | Allyn & Bacon Publishers |
| 8. Employee Safety Instruction Manual (except Sec. 9) | City of Cinti. |
| 9. CPD Training Bulletins (2003-Current) | CPD |
| 10. Ohio Revised Code (Titles 29 and 45) | Anderson Publishing |

Police Sergeant

Title

Source

- | | |
|---|------------------------|
| 1. Procedure Manual | CPD |
| 2. Employee Safety Instruction Manual (except Sec. 9) | City of Cinti. |
| 3. Staff Notes (Last 12 months) | CPD |
| 4. Rules and Regulations and Disciplinary Process | CPD |
| 5. Ohio Revised Code (Titles 29 and 45) | Anderson Publishing |
| 6. FOP Contract (Current) | |
| 7. A.F.S.C.M.E. Contract (Current) | |
| 8. Understanding Police Use of Force | Criminal Justice Press |
| 9. Tactical Patrol Guide | CPD |
| 10. Investigations Manual | CPD |
| 11. CPD Training Bulletins (2003-Current) | CPD |
| 12. Policing for Crime Prevention (Chapter 8) | NCJRS |
| 13. Local Government Police Management (Fourth Edition) | ICMA |

Police Lieutenant

Title

Source

- | | |
|---|------------------------|
| 1. Procedure Manual | CPD |
| 2. Staff Notes (Last 12 months) | CPD |
| 3. Rules and Regulations and Disciplinary Process | CPD |
| 4. Tactical Patrol Guide | CPD |
| 5. Investigations Manual | CPD |
| 6. Ohio Revised Code (Titles 29 and 45) | Anderson Publishing |
| 7. FOP Contact (Current) | |
| 8. A.F.S.C.M.E. Contract (Current) | |
| 9. Problem-Oriented Policing and Crime Prevention | Criminal Justice Press |
| 10. CPD Training Bulletins (2003-Current) | CPD |

11. The Leadership Secrets of Colin Powell	McGraw-Hill Publishers
12. Policing for Crime Prevention (Chapter 8)	NCJRS
13. Local Government Police Management (Fourth Edition)	ICMA

Police Captain

<u>Title</u>	<u>Source</u>
1. Procedure Manual	CPD
2. Staff Notes (Last 12 months)	CPD
3. Rules and Regulations and Disciplinary Process	CPD
4. Tactical Patrol Guide	CPD
5. Investigations Manual	CPD
6. Managing Safety and Health	CPD
7. The Compstat Paradigm: Management Accountability in Policing, Business, and the Public Sector	Looseleaf Law Publishing
8. The Ethics of Policing	Cambridge University Press
9. Problem-Oriented Policing and Crime Prevention	Criminal Justice Press
10. Turnaround: How America's Top Cop Reversed the Crime Epidemic	Random House Publishers
11. Policing for Crime Prevention (Chapter 8)	NCJRS

Sources for Outside Material

Allyn and Bacon Publishers – Call 1-800-666-9433 or order at Amazon.com.

Anderson Publishing – Anderson is a Cincinnati company. Call 421-4142 to order.

Cambridge University Press – Order through their website, uk.cambridge.org/ or on Amazon.com.

Criminal Justice Press – Order through their website, criminaljusticepress.com/ or call 845-354-9139.

Also available on Amazon.com

Looseleaf Law Publishing – Call 1-800- 647-5547 or order through www.looseleaflaw.com

Prentice-Hall – Order through local bookstore or on Amazon.com

McGraw-Hill – Order through local bookstore or on Amazon.com

Simon and Schuster – Order through local bookstore or on Amazon.com

Random House Publishers – Order through local bookstore or on Amazon.com

NCJRS – This publication is available for download from the [National Criminal Justice Reference Service](http://www.ncjrs.org/works/chapter8.htm). The website is <http://www.ncjrs.org/works/chapter8.htm>

Books may be purchased directly from the publisher or through a local bookstore. Amazon.com and other on-line bookstores often have used copies of books available at a discount.

THIS RECOMMENDED READING LIST IS SUPPLIED AS A GUIDE IN PREPARING FOR PROMOTIONS. PROMOTION EXAMS MAY OR MAY NOT CONTAIN QUESTIONS TAKEN DIRECTLY FROM THESE SOURCES. ALL PERSONS PREPARING FOR PROMOTIONS SHOULD READ AND UNDERSTAND THE CINCINNATI POLICE DEPARTMENT'S MISSION AND VALUES STATEMENTS. THE MOST RECENT EDITION OF BOOKS WILL BE USED.

Ohio Adult Parole Authority

Re: Greg Cooper
Inmate #219405

To Whom It May Concern:

I urge you to keep Inmate Greg Cooper incarcerated for the safety of police officers and citizens everywhere.

On December 19, 1989, Mr. Cooper, formerly of Loveland, entered the Society National Bank in Montgomery. Mr. Cooper (and co-defendant Wayne Cornett) brandished revolvers and ordered three female tellers not to sound the alarm or they would be killed. He received \$49,000 in cash and as he left the bank, he was approached by Montgomery Police Officer Mike Young. Mr. Cooper fired shots at Officer Young, striking him in the chest and hand.

Officer Young survived only because he was wearing a bulletproof vest; however, reconstructive surgery was required to repair his hand.

You have the power to send a message of intolerance to Inmate Cooper and others who show such disregard for the lives of citizens and those who put their lives on the line every day to keep the rest of us safe. **Please deny parole.**

Respectfully,

Dear Council women, men and city manager,

I've sent the below email to the Cincinnati Police Department. I feel it's vitally important for you to also receive a copy. It is regarding the Captain of District 3 - Andrew Raabe. I don't know how often you and the Police Department tell the Captains and other fine Officers of this city that they do an exemplary job. If you don't please make an exception in this case.

Captains and Officers of the caliber of Captain Raabe and the Neighborhood Officers of District Three are priceless.

Please read the email below and act accordingly,

Patti Hogan
pm_hogan@fuse.net

Captain Raabe is a man of the people. He always makes himself available and accessible. He joins us for a variety of neighborhood activities - from safety walks to litter cleanups. For him policing is more than a job -- it's a calling -- and he performs it with skill and integrity. He brings a quiet dignity to the Cincinnati Police Department. He is truly one of the fine men/women in blue. The citizens of Price Hill and all of Cincinnati are lucky to have him.

He leads by example. Because of his example he has a team of officers who are following in his footsteps in their approach to policing. And his foot steps aren't easy to follow.

Minimally Captain Raabe deserves a big "great job" and a pat on the back. I'd like to recommend a commendation for the service he provides to the people of Price Hill and all of Cincinnati.

Drew;

Once again, you have distinguished yourself as an exceptional leader to the residents of Price Hill by your personal commitment to the community and your tireless devotion to duty. Please accept my personal thanks for your continued efforts under some of the most difficult circumstances we have experienced in quite some time. Your efforts serve as an inspiration to District Three personnel as well as, the rest of the Department. Also, please pass along my personal thanks to your entire staff for their outstanding performance during the recent shooting incident on Terry Street and the apprehension of the holdup men last night. These are extremely dangerous criminals – the work of your personnel is encouraging and inspirational. Again, my personal thanks to all of you in District Three!

THS

M.S.A.
MICHAEL SCHUSTER ASSOCIATES

2 November 2005

Colonel Thomas H Streicher, Jr.
Police Chief
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati OH 45215

316 W. Fourth Street
Cincinnati, OH 45202
513 241 5666
fax 241 0978

Dear Chief Streicher:

Over the past four weeks my business and several others experienced several break-ins and robberies. My business alone was hit a total of five (5) times. We lost 8 computers and installed software and several other items including the cost to fix break-ins and the professional time lost to deal with this situation.

On Saturday night the 15th of October, the thief was apprehended by your officers as he was leaving my building. Lt. Mike Neville was the point person on the stake-out and I credit his work for the successful conclusion. He was not alone with his work and I have to credit several others, including Pat Galligan. These men and their team did outstanding police work and deserve our sincerest thanks.

What struck me most was how much these officers love their work and care deeply about those of us who are affected by crime.

We know that you and your police force cannot be everywhere and stop everything bad from happening, and I think that is incredibly frustrating. I can tell that they feel they should be able to do more, but they can't. They can only do what they can. These officers are good and caring people and we are lucky to have them.

We have to help you and your police force. We have to speak up. We need to encourage tougher sentences and punishments for these crimes. Many of these crimes start with a drug issue. Someone needs money for drugs, etc.

We can't blame society for failing these people. They made their choices. We all make choices. We all have moments of choice in our lives. We all must all accept the consequences of our choices.

Architecture
Planning
Interior Design
Environmental Graphics

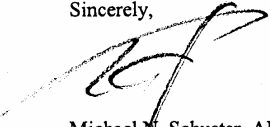
2 November 2005
Cincinnati Police Department
Page Two

The man who stole from us is in custody. Apparently he was a homeless drug addict. He received just a few dollars for each computer. While he was the actual thief, the people who buy and then use or resell these items are just as dangerous.

We will support as tough a sentence as possible for whoever is responsible. I will personally do what I can.

Your team is a great group of professionals. You should be proud of their work.

Sincerely,



Michael N. Schuster, AIA
Principal

MNS:sv:N:\Business\SCHUSTER\Streicher Police Chief 102105.doc

October 31, 2005

Police Chief Thomas Streicher
Cincinnati Police Department
310 Ezzard Charles Dr.
Cincinnati, Ohio 45214

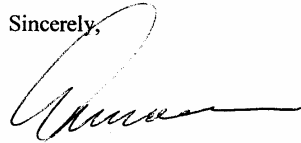
Dear Chief Streicher:

Please pass along my sincere thanks to Sergeant Chad Richter of District Three. We had occasion to call District Three to ask for some special attention to a "reunion" we were involved in Saturday October 22nd.

Sergeant Richter was efficient professional and provided more than adequate presence at the affair held at the Resurrection School.

Again thanks to Sergeant Richter for his assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Ammann', with a long horizontal flourish extending to the right.

Edward P. "Ace" Ammann
Retired CPD



272 E. 14th Street
Cincinnati, OH 45202
513-241-2690
513-241-6770 fax
www.otrchamber.com
email: otrchamber@aol.com

November 1, 2005

Lieutenant Colonel James L. Whalen
Investigations Bureau Commander
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45214

Dear Lieutenant Colonel Whalen:

On behalf of the Over-the-Rhine Chamber of Commerce Board of Directors and its entire membership, we would like to thank you for your tireless efforts toward the vision of making the Over-the-Rhine Community a Safer and Cleaner neighborhood.

From the time you first assumed the responsibility of District One, to your recent promotion to Lieutenant Colonel, you have worked "above and beyond the call of duty". You not only worked diligently for the betterment of the entire community, but also sacrificed many hours of your personal time in doing so.

Your accomplishments in moving forward community relations, detouring crime, and supporting the individual Safety Sectors in Over-the-Rhine, with your attendance, reports, follow through, advice and encouragement are sincerely appreciated.

It is with mixed emotions that we wish you well in your new position with the Cincinnati Police Department, as you will be sorely missed in the day-to-day efforts of the Over-the-Rhine Community as we move forward with all of our efforts.

Sincerely,

Mario San Marco
Chair

12.400 INCIDENT REPORTING, MISCELLANEOUS REPORTING

References:

Procedure 12.115 - Handling Wild/Exotic Animals, Vicious Dogs, and Animal Bite Reports
 Procedure 12.135 - Reporting False Alarms on a Form 315
 Procedure 12.230 - Fatal Crash Investigation and Placement of Related Charges
 Procedure 12.315 – Investigation of Rape and Other Sexual Assault Offenses
 Procedure 12.403 - Victim of Crime Notification
 Procedure 12.405 - Closure of Offense Reports
 Procedure 12.412 – Domestic Violence
 Procedure 12.415 - Reporting and Classifying Assault Offenses
 Procedure 12.420 - Reporting Vehicle Thefts and Related Offenses
 Procedure 12.425 - Reporting and Classifying "Breaking and Entering" Offenses
 Procedure 12.430 - Endangering Children Offenses
 Procedure 12.615 - Deceased Persons/Prisoners
 Procedure 12.705 - Property Confiscation
 Procedure 12.910 - Missing Persons
 Ohio Revised Code – 2901.01 Definitions
 Ohio Revised Code – 5126.058 Memorandum of Understanding
 Ohio Uniform Incident Report Training Manual
 State Ex Rel Beacon Journal Publishing Company v Maurer, Sheriff, 91 OHIO ST.3rd 54 (2001 Ohio)

Definitions:

High Profile Criminal Investigations -

- Critical firearm discharges by police officer(s).
- A police officer uses force against a person who is admitted to a hospital.
- A person fires a shot at a police officer.
- A police officer is killed or seriously injured.
- Any other investigation as identified by the Police Chief.

Incident Reports - Form 301, Incident Report; Form 301VVS, Victim/Vehicle Supplement; Form 301PS, Property Supplement; Form 301AS, Arrest Supplement; Form 303, Motor Vehicle Incident Report; and Form 304, Missing Report.

Confidential Investigative Notes - Form 311G, Confidential Investigative Notes – General; Form 311S, Confidential Investigative Notes – Suspects; Form 311N, Confidential Investigative Notes – Narrative; and Form 311DV, Confidential Investigative Notes – Domestic Violence.

Mentally Retarded Person – A person having significantly subaverage general intellectual functioning existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

Developmental Disability - A severe and chronic disability characterized by all of the following:

1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of section 5122.01 of the Revised Code.
2. It is manifested before age twenty-two.
3. It is likely to continue indefinitely.
4. It results in one of the following:
 - a. In the case of a person under three years of age, at least one developmental delay or established risk;
 - b. In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - c. In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
5. It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Purpose:

Establish Department guidelines governing the collection and preservation of facts and actions taken in the investigation of crimes and incidents.

Promote uniformity and standardization in reporting.

Policy:

Officers will conduct a preliminary investigation when called to the scene of an offense. They will fairly and impartially record all facts and actions. They will provide the required police service and complete an accurate and thorough report, submitting reports for serious offenses immediately. All other offense reports will be submitted before the completion of the reporting officer's shift.

Supervisors will respond on felony offenses of violence, as defined in section 2901.01 of the Ohio Revised Code, and all sexual assault offenses to ensure a proper preliminary investigation is conducted.

Criminal Investigation Section (CIS) will respond and maintain authority over all High Profile Criminal Investigations. CIS also has authority over any other investigation as directed by the Police Chief. Upon identification of a High Profile Criminal Investigation, a supervisor will contact the CIS desk to initiate their High Profile Criminal Investigation Standard Operating Procedure (SOP). This policy does not preclude the use of other investigative unit personnel.

Officers assigned to investigate cases where the victim is mentally retarded or developmentally disabled must notify the Hamilton County Board of Mental Retardation and Developmental Disabilities (MR/DD) Investigations Unit prior to beginning their investigation. Initial responding officers conducting the preliminary investigation of a criminal offense involving a mentally retarded or developmentally disabled victim must notify the MR/DD Investigations Unit if they are able to make an immediate arrest and successfully close the case negating the need for it to be assigned to an investigator.

If it is not originally known that a victim is mentally retarded or developmentally disabled, and an investigation has all ready begun, the investigating officer must make the appropriate notification after it is established the victim suffers from mental retardation or developmental disability. Officers will contact the MR/DD Investigations Unit at (513) 794-3308, 24 hours a day.

Information:

The Police Department is required to conduct joint and cooperative investigations with the Hamilton County Board of MR/DD when the victim of a crime is either mentally retarded or developmentally disabled. The Police Department and the Hamilton County Board of MR/DD are required to share and disclose information during these investigations. The Cincinnati Police Department will assume the lead investigative responsibilities for all such investigations.

Procedure:

A. Reporting Incidents (Completion of Reports)

1. Print all information contained in the report with a blue or black ink, ballpoint pen. Make sure all three copies are legible.
 - a. Spell all names in full: last, first, and middle.
 - b. Business names consist of two names, e.g., Kroger Company.
 - c. Record sex as: M-Male, F-Female, or U-Unknown.
 - d. Race descriptions must be consistent with the following federal requirements and used on all official Police Department reports:
 - 1) W – White.
 - 2) B – Black.

- 3) I - American Indian or Alaskan Native.
- 4) A – Asian.
- 5) U - Unknown, not described above.

2. Place of occurrence and/or street address must consist of the following:

- a. Street number - if intersection, use number closest to corner, e.g., Vine St. at Third, N.E. corner, use 300 Vine St.
- b. Street prefix, when applicable: North - N, South - S, East - E, and West – W.
- c. Street name - printed in full and correctly spelled.
- d. Street suffix - will consist of one of the following:

STREET DESIGNATOR CODE LIST

DESIGNATOR CODE

Alley	AL	Highway	HW
Avenue	AV	Lane	LN
Boulevard	BV	Park	PK
Bridge	BR	Parkway	PY
Circle	CR	Pike	PI
Court	CT	Place	PL
Drive	DR	Road	RD
Expressway	EX	Square	SQ
Street	ST	Viaduct	VI
Terrace	TE	View	VW
Trail	TL	Way	WY

- e. City
- f. State
- g. Zip Code

3. Reporting area
 - a. Do not enter a reporting area on any Police Department report. The reporting area is assigned when the location of the offense or incident is entered into the computer.
4. Ohio Revised Code (ORC) section number
 - a. Unless designated otherwise, all Department offense reports will reflect the appropriate ORC section number following the type of offense. These section numbers serve as codes to separate ORC statistics.
 - b. The following offenses are exceptions which require further coding. For reporting purposes only, use the additional indicated letters as a suffix to the ORC section number.
 - 1) Patient Abuse - 2903.34PA
 - 2) Gross Patient Neglect - 2903.34GPN
 - 3) Patient Neglect - 2903.34PN
 - 4) Grand Theft - 2913.02G
 - 5) Petty Theft - 2913.02P
 - 6) License Plate Theft - 2913.02L
 - 7) Recovered Stolen License Plate(s) - 2913.02LR
 - 8) Vehicle Theft - 2913.02V
 - 9) Recovered Stolen Vehicle - 2913.02VR
 - 10) Unauthorized Use of a Vehicle - 2913.03V
 - 11) Unauthorized Use of a Vehicle Recovery - 2913.03VR
 - 12) Vehicle Defrauding a Livery or Hostelry - 2913.41V
 - 13) Vehicle Defrauding a Livery or Hostelry Recovery - 2913.41VR
5. Distribution of crime victims pamphlet
 - a. When an offense report is made, Department personnel will provide the victim, his family, or dependents one copy of the "Information for Crime Victims" pamphlet and other information as described in ORC Chapter 2930.
 - 1) Refer to Procedure 12.403, Victim of Crime Notification, for crime victim notification.

6. Confidential Investigative Notes

- a. Complete a Form 311G for every offense, except station reports and arrests. Record witnesses' names, addresses, and telephone numbers on the form. Also complete Forms 311S, 311N, and 311DV when appropriate.
- b. On offenses involving an individual and/or business requesting the dollar amount taken not be publicized, include the amount on the Form 311G instead of on the Form 301. Use this option sparingly in unusual cases where the complainant is reluctant to reveal the amount taken.
- c. Enter "undetermined amount of US currency" on the Form 301PS, Property Supplement, in the "Property" section.

7. Incomplete reports

- a. Mark reports taken in the field which require information not available at the time of the report "incomplete". The assigned investigator is responsible for completing the original report and executing any additional reports.

B. General Rules for Offense Reporting

1. Number of offense reports

- a. Make a report for each incident.

- 1) An incident is one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place, against one or more victims.

The concept of acting in concert provides that the offenders actually commit or assist in the commission of the crime(s). The offenders must be aware of, and consent to, the commission of the crime(s); or even if non-consenting, their actions assist in the commission of the offense(s).

The concept of same time and place provides that if more than one offense was committed by the same person or group of persons and the time and place intervals surrounding them were insignificant, all of the crimes comprise a single incident.

- a) Example: Five persons are robbed at gunpoint. One of the five is fatally shot.

- 1] Prepare a Form 301 with 5 victims.

- 2] In the "Offense" section, list all offenses committed.

- 3] Link the offense with victim in "Victim/Offense" link box.
 - 4] Explain in the "Narrative" section the facts of each offense and how it relates to each victim.
- b. A vehicle is stolen during a robbery, burglary, or breaking and entering, refer to Procedure 12.420. This report gets an offense number.
 - 1) Prepare a Form 303.
 - 2) List all offenses.
 - 3) Explain in "Narrative" section.
 - c. When burglary or breaking and entering offenses occur involving multiple units carrying the same address and at the same time, prepare one Form 301 with the appropriate number of victims.
 - d. Report a number of thefts from a single victim, committed at the same place by the same person over an indefinite period, as one offense. List the approximate dates of the first and last known theft.
 - e. Report multiple parking meters or newspaper racks broken into in the same vicinity, same street, and about the same time on one offense report, provided the owner and district are all the same. The collator will issue one offense number for each incident.
2. Reporting responsibility
 - a. The district of occurrence is responsible for the report. However, if the complainant responds to another district, section, or unit that district, section, or unit will make the report.

 EXCEPTION: Homicide supervisors will complete homicide and high profile criminal offense reports.
 - 1) Immediately forward all copies of the report to the district of occurrence. Do not assign an offense number.
 - 2) Notify a supervisor for serious offenses requiring immediate follow up.
 - a) If the offense occurred in another district, a supervisor from the district where the offense was reported will notify a supervisor from the district of occurrence for immediate follow up.
 - b) Record the notification in the "Remarks" section of the report.

- 3) Immediately notify the CIS desk to initiate the High Profile Criminal Investigation SOP when necessary.
- b. Two or more districts involved in a crime or series of crimes.
 - 1) In single or multiple crime situations, the district in which the most serious criminal offense occurs will complete and carry the report.
- c. Criminal acts involving Cincinnati and other jurisdictions
 - 1) The district of occurrence will prepare offense reports for Cincinnati offenses, including details of crimes committed in other jurisdictions.
- d. When the district of occurrence is unknown, but is believed to be within the Cincinnati city limits, use the address of the reporting district and note in the "Remarks" section of the report the location where the offense occurred is unknown.
 - 1) Carry the offense report in the resident district of the complainant.
 - 2) If the complainant is not a Cincinnati resident, carry the report in the district where the offense was reported.
3. Use of language on department reports
 - a. Whenever profanity or obscene remarks are used in the commission of an offense, record the actual language on the report.
4. Offenses involving city property
 - a. List the complainant as the city department assigned the property.
 - b. If the property belongs to another City entity such as the Board of Education, list the name of the school as the "Complainant".
5. Lost property
 - a. If the property can be readily identified by a serial number, complete a Form 301.
 - 1) The use of serial numbers for reporting lost and/or stolen property includes the owner's social security number. The social security number is entered in the computer as an Owner Applied Number (OAN).
 - 2) If not identifiable, complete a Form 317, General Conditions Report.

- b. If the value of lost property exceeds \$500.00, complete a Form 301.
 - c. Refer to Procedure 12.420 to determine what articles are reported on a Form 301.
- 6. Property values
 - a. A monetary value is not necessary for blank checks, blank driver's licenses, blank auto titles, etc. These are automatically grand thefts.
 - b. Shoplifted items - list the value given by the complainant.
 - c. Use the fair market value of articles, subject to depreciation.
 - d. Use the victim's evaluation of items such as jewelry, watches, and other articles which decrease slightly in value or not at all.
 - e. Use the replacement or actual cost to the victim for new or almost new items, e.g., money orders with cash value but no name, etc.
 - f. List the replacement value given by the complainant of heirlooms, collector's items, antiques, museum pieces, etc.
 - g. The investigating officer will use good judgment and discuss with the complainant any values which appear to be inflated.
- 7. Unusual occurrences and attempt
 - a. Incident reports
 - 1) Prepare a Form 301 to record unusual occurrences, which in the judgment of a supervisor, have no applicable ORC statute. Follow-up investigation may be appropriate.
 - a) In the "Administrative" section of the report, check the "Incident" (non-criminal) block.
 - b. Attempt: 2923.02
 - 1) Prepare a Form 301 to report attempts to commit a violation of any ORC statute listed in this procedure. In the "Offense" section place an "A" (attempt) in the A/C block.
 - 2) For reporting purposes, the ORC section number will be for the offense that was attempted. Do not list the attempt section (2923.02) on any offense report.
- 8. Robbery/burglary of controlled substance from registrant

- a. The Controlled Substance Registrant Protection Act of 1984 amends Title 18 of the U.S. Code by creating Section 2118:
 - 1) A federal felony has been committed if a pharmacist, physician, drug wholesaler, researcher, or manufacturer is the victim of a robbery or burglary and any of the following elements are present:
 - a) The value of the drugs exceeds \$500.00.
 - b) The crime involves interstate activity.
 - c) A person is killed or seriously injured as a result of the crime.
 - 2) Section 2118 requires local law enforcement to conduct the preliminary investigation and notify the Federal Bureau of Investigation (FBI) if there is a violation of this section.
 - a) The collator of the reporting district will ensure the FBI is notified in these instances.
 - b) In cases of dual federal and state jurisdiction, the FBI will investigate or otherwise assist local law enforcement agencies in the investigation.
9. Reports requiring further investigation by Criminal Investigation Section (CIS)
- a. All district supervisors will notify CIS as soon as possible regarding offense reports requiring further investigation by their section.
 - b. Mark in the appropriate block who was notified.
- EXCEPTION: If the offense is reported outside the working hours of Personal Crimes Unit (PCU) personnel, the district making the report will notify PCU after 0800 hours the next day. If the shift supervisor determines PCU should immediately respond to the scene, request recall through CIS.
10. Completing Forms 316 and 317
- a. The first officer on the scene will complete a Form 316, Minor Accident/Aided Case/Mental Health Response Report, Form 316A, Deceased Person Report or Form 317, General Conditions Report, when necessary.
 - 1) Immediately notify the Homicide Unit if the deceased is either a:
 - a) Suicide or suspected suicide victim.

- b) Child seven years of age or under.

C. Submission of Completed Reports

- 1. Do not attach the Forms 311, Confidential Investigative Notes, to incident reports. They are to be submitted independently.

D. Supervisor's Responsibility

- 1. Check each offense report for correctness, legibility, and completeness of information.
- 2. Sign the report indicating approval.
 - a. The supervisor will forward the report to the district collator for assignment of an offense number.
 - b. Return unapproved reports to the officer for correction or revision.

E. Offense Report Numbers - Processing by the Collator

- 1. Each district uses a separate block of offense report numbers assigned by the collator.
 - a. Each offense number has a total of 8 numeric and alpha characters. The first character is the district number. The next two numbers are the last two numbers of the current year. The next five numbers are the offense number.
- 2. The collator will maintain reports in separate files.
 - a. Forms 301, Incident Report, are public record.
 - b. Forms 311, Confidential Investigative Notes, are not public record.
- 3. District collators will prepare and send a report to CIS on the first of each month, listing all cases assigned to CIS.
 - a. CIS will return the reports to the district collators with the dispositions or the name of the officer assigned to each case.

F. Additions and Corrections

- 1. Handle additions or corrections to original offense reports and offense reports returned to units for changes as follows:
 - a. Use the original report number.
 - b. Check the supplement or correction block at top of report.
 - c. Complete the first 3 lines in the "Victim" section.

- d. Make the necessary corrections or additions.
 - 1) Do not unfound or close the original report and make a new one.
- e. In the "Report Date/Time" block, print the date the addition or correction is made.
 - 1) If after a given calendar month, the title of the offense on the report is changed, e.g., assault to robbery, make the standard correction and forward it to Records Section.
 - a) Do not unfound or close the original report and make a new report.
- f. In the "Reporting Officer" block, print the name of the officer making the correction or addition.
- g. Under "Narrative", clearly state the additions or corrections.

Examples: Correction is to change the name of the complainant from Ed Brown to Charles Smith. Addition is stolen bicycle valued at \$100. Correction is total value changed from \$140 to \$240.

- 2. The collator will make the necessary computer corrections.

G. Routing Offense and Other Reports

- 1. District collators will route copies of reports via computer and mail as needed. The following is a list of reports distributed to various sections/units of the Police Department and other city departments:
 - a. Form 301 - general use
 - 1) Original to Records Section (after coding and computer entry).
 - 2) Copy for district files.
 - 3) Copies of all aggravated robbery, robbery of financial institutions, robbery, aggravated burglary, burglary, breaking and entering, patient abuse, kidnapping, attempt kidnapping, abduction, and attempt abduction sent to CIS via mail.
 - 4) Copy of any theft report, including attempts, in which a form of deception was used, e.g., Pigeon Drop, Bank Examiner Scheme, Three Card Monte, etc., sent to CIS via computer terminal and interdepartmental mail.
 - 5) Copy of rapes and all sex related crimes including public indecency, interference with custody, endangering children,

unlawful sexual contact with a minor, and child enticement sent to PCU. Report any crime occurring on school grounds, or any offense with a juvenile as the complainant, attempts included, to PCU via computer terminal and interdepartmental mail. Route offense reports of any crimes occurring on school grounds to the Youth Services Unit via interdepartmental mail.

- 6) Copy of any offense occurring on a liquor permit premise sent to the General Vice Enforcement Unit via computer terminal and interdepartmental mail.
 - 7) When the words "drug" or "narcotic" appear on an offense report, a copy by computer is sent to terminals "CVCS" and "OPS2" (Street Corner Unit).
 - 8) Copy of any offense involving known or suspected gang members, or when the word "gang" appears on an offense report sent to the Intelligence Unit.
 - 9) Copy of any report of an incident occurring on City park property sent to the Park Unit.
 - 10) A copy of any offense report involving a current University of Cincinnati student faxed to (513) 556-4940 or Xavier University student faxed to (513) 745-3861.
- b. Reports pertaining to homicides, deaths, etc.
- 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to CIS by interdepartmental mail.
 - 4) Copy to affected district from the Traffic Unit via interdepartmental mail if the offense is an aggravated vehicular homicide or vehicular homicide.
 - 5) Copy to General Vice Enforcement Unit of any offense occurring on a liquor permit premise via computer terminal and interdepartmental mail.
- c. Offense reports pertaining to vehicle thefts, recoveries, etc.
- 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to CIS via computer terminal and interdepartmental mail.

- 4) Copy of auto recovery or recovered license plates to the district where the theft occurred.
- d. Form 304, Missing Report
 - 1) Original to Records Section after coding and computer entry.
 - 2) Copy for district files.
 - 3) Copy to the Personal Crimes Unit (PCU) via computer terminal and interdepartmental mail.
 - a) After 30 days, PCU will forward a copy of missing persons who have not been located to the Hamilton County Coroner's Office.
- e. Form 313, Firearm Report
 - 1) File the white and canary copy at the reporting unit.
 - 2) Attach remaining copies to the firearm.
 - 3) CIS will retrieve the pink copy from Court Property Unit.
- f. Form 316, Minor Accident/Aided Case/Mental Health Response Report
 - 1) Original and one copy for district files.
 - 2) Copy of all animal bites to the City Health Department.
- g. Form 316A, Deceased Person Report
 - 1) Original and one copy for district files.
 - 2) Copy of found dead and suicides to CIS.
 - 3) Copy of unidentified found dead/suicides to PCU.
- h. Form 301 when used for incidents
 - 1) Original and one copy for district files.
- i. Form 317, General Conditions Report
 - 1) Original and one copy for district files.
 - 2) Prepare a Form 317 for property damage incidents in which no criminal intent is evident.
 - a) Prepare a Form 317 indicating all pertinent facts of the incident if the property is damaged due to police action.

- j. Form 558, Cincinnati Police Department Financial Crimes Complaint
 - 1) Retain the Form 558 in the district files. The district collator will assign an eight digit tracking number that will contain the district of offense, incident number for that district, and the year of the offense, e.g.; 03-0001-05.
 - 2) The district collator will send a control copy to the Financial Crimes Squad.

H. Reporting and Follow-up Investigation: Assignment and Responsibility

INVESTIGATION ASSIGNMENT LEGEND

Patrol Bureau Traffic Unit (PBT)

Patrol Bureau Shifts (PBS)

Patrol Bureau Civilian Clothes (PBC)

Criminal Investigation Section (CIS)

1. Assign offense reports having the necessary case assignment criteria for follow-up investigation and closure by designated units.
 - a. An offense report listing two or more offenses will be assigned for investigation based on the highest degree offense against a person. If there is a significant change in time, location, or events during the incident the offenses may be assigned separately.
 - b. Assign incident reports involving High Profile Criminal Investigations to CIS, regardless of the offense or potential offense.
2. Prepare a Form 301 for the following offenses and attempted offenses:

2903.01 Aggravated Murder/Attempt Aggravated Murder (CIS)

2903.02 Murder/Attempt Murder (CIS)

2903.03 Voluntary Manslaughter (CIS)

2903.04 Involuntary Manslaughter (CIS)

2903.041 Reckless Homicide (CIS)

2903.05 Negligent Homicide (CIS)

2919.13 Abortion Manslaughter (CIS)

NOTE: Refer to Procedure 12.615, Deceased Persons/Prisoners, when preparing a Form 301 for the above offenses.

2903.06 Aggravated Vehicular Homicide/Vehicular Homicide (PBT)

2903.06A Vehicular Death (PBT)

NOTE: When a person kills only himself by means of a motor vehicle, motorcycle, snowmobile, locomotive, watercraft, or aircraft, list the term "Vehicular Death" on the Cincinnati Police Department Incident Report. For reporting purposes, use ORC Section 2903.06A.

Prepare a Form 301 for all deaths occurring as a result of traffic crashes.

2903.08 Aggravated Vehicular Assault/Vehicular Assault (PBT)

NOTE: Refer to Procedure 12.230, Fatal Crash Investigation and Placement of Related Charges, when using 2903.06, 2903.06A, and 2903.08.

2903.11 Felonious Assault (PBC)

If victim is hospitalized and death appears imminent (CIS)

2903.12 Aggravated Assault (PBC)

If victim is hospitalized and death appears imminent (CIS)

2903.13 Assault (PBS)

If suspect is out of town or unusual circumstances exist (PBC)

NOTE: Refer to Procedure 12.415, Reporting and Classifying Assault Offenses, for completing an assault report on a law enforcement officer.

2903.14 Negligent Assault (PBS)

2903.16 Failing to Provide for Functionally Impaired (PBC)

2903.211 Menacing By Stalking (PBC)

2903.22 Menacing (PBS)

2903.21 Hazing (PBC)

2903.34PA Patient Abuse (felony) (CIS)

2903.34PN Patient Neglect (misdemeanor) (PBC)

2903.34GPN Gross Patient Neglect (misdemeanor) (PBC)

2903.341	Patient Endangerment (misdemeanor)	(PBC)
2903.341	Patient Endangerment (felony)	(CIS)
2905.01	Kidnapping	(CIS)
2905.02	Abduction (all cases)	(PBC)
2905.03	Unlawful Restraint	(PBC)
2905.04	Child Stealing	(CIS)
2905.05	Criminal Child Enticement	(CIS)
2905.11	Extortion	(CIS)
2905.12	Coercion	(CIS)
2907.02	Rape	(CIS)
2907.03	Sexual Battery	(CIS)
2907.04	Unlawful Sexual Conduct w/Minor	(CIS)
2907.05	Gross Sexual Imposition	
	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.06	Sexual Imposition	
	Age 18 years and older	(PBC)
	Age 17 years and younger	(CIS)
2907.07	Importuning	(PBC)
2907.08	Voyeurism	(PBC)
2907.09	Public Indecency	(PBC)
2909.04	Disrupting Public Service	(PBC)
2909.05	Vandalism	(PBC)
2909.06	Criminal Damaging or Endangering	(PBS)
2909.07	Criminal Mischief	(PBS)
2909.07	Endangering Aircraft or Airport Operations	(PBC)
2911.01	Aggravated Robbery	
	All cases except financial institutions	(PBC)
	Aggravated Robbery of financial institutions	(CIS)

- 2911.02 Robbery
- All cases except financial institutions (PBC)
Robbery of financial institutions (CIS)
- 2911.11 Aggravated Burglary (PBC)
- 2911.12 Burglary (PBC)
- 2911.13 Breaking and Entering (PBC)
- NOTE: When a robbery or burglary offense involves a controlled substance, refer to Section 8.
- 2911.211 Aggravated Trespass (PBC)
- 2911.31 Safecracking (PBC)
- 2911.32 Tampering with Coin Machines (PBC)
- 2913.02G Theft, Grand (PBS)
If unusual circumstances (PBC)
- 2913.02P Theft, Petty (PBS)
If unusual circumstances (PBC)
- License Plate Validation Stickers (PBC)
- a. The word "Grand" or "Petty" will precede the word "Theft" on theft offenses. Record the type of theft in "Larceny Type" block.
- 2913.04 Unauthorized Use of Property (PBC)
- 2913.05 Telecommunications Fraud (PBC)
- 2913.11 Passing Bad Checks
- 2913.31 Forgery
- 2913.32 Criminal Simulation
- 2913.21 Misuse of Credit Card
- 2913.49 Identity Theft
- a. Officers are required to complete a Form 558 for the above listed offenses (2913.11, 2913.31, 2913.32, 2913.21, 2913.49).
- 1) Amount of loss is \$2500.00 or less (PBC)
- 2) Amount of loss is greater than \$2500.00 (CIS)
- b. When completing a report for Identity Theft:
- 1) Supply the victim with the phone number to the Financial Crimes Squad, (513) 352-3545.

- 2) Fax a copy of the Form 301 to the Major Offenders Unit at (513) 352-6924.
- 3) Mail the original Form 301 to the Financial Crimes Squad if the amount of the theft is over \$2500.
- 4) Mail a copy of the Form 301 to the Financial Crimes Squad if the amount of the theft is \$2500 or less.

2913.33 Making or Using Slugs (PBC)

2913.41 Defrauding a Livery or Hostelry (Non-Vehicular) (PBC)

- a. A breach of a rental agreement is a civil matter unless you can show criminal intent. Criminal intent can be inferred if the suspect provides a false name and address at the time of the rental or moves during the rental period without leaving a forwarding address.
- b. If criminal intent is established, an offense report should be made and a warrant referral issued. If no criminal intent can be established, the complainant should be advised to seek civil redress.

2913.41V Defrauding a Livery or Hostelry (Vehicular) (PBC)

- a. Prepare a Form 301 in those cases where the vehicle has been returned to the owner. Otherwise refer to Procedure 12.420, Reporting Vehicle Thefts and Related Offenses.

*****Report violations of the following statutes on a Form 301: 2913.02 (Theft), 2913.04 (Unauthorized Use of Property), and 2913.41 (Defrauding a Livery or Hostelry). If applicable, include all serial numbers, vehicle identification numbers, etc., on the items listed below for entry into NCIC stolen property files:

Sailboat
 Rowboat
 Pickup camper (out of truck)
 Jack lift
 Farm machinery not designed to carry the operator
 Riding lawn mowers with no serial number (riding lawn mowers with a serial number are reported on a Form 303)

NOTE: Refer to Procedure 12.420 for those articles to be reported on a Form 303.

2913.44 Personating an Officer (PBC)

2917.21 Telecommunications Harassment (PBC)

2917.31 Inducing Panic (PBC)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when an evacuation occurs.

2917.32 Making False Alarms (PBC)

- a. Bomb Threats - Insert "Bomb Threat" in parentheses when no evacuation occurs.
- b. Prepare a Form 301 for any false fire alarms when an arrest is made or a suspect known.
 - 1) Complainant is the Cincinnati Fire Department.
 - 2) Complainant's address is 430 Central Avenue.
 - 3) Reporting person is the Fire Department officer in charge (OIC) at the scene. The OIC's address is the fire company where assigned.
 - 4) List how the alarm was given in the "Remarks" section: telephone, etc.

2919.13 Abortion Manslaughter (CIS)

2919.22B Endangering Children (CIS)

2919.23 Interference with Custody (CIS)

2919.25 Domestic Violence (PBC)

2919.27 Violating Protection Order or Consent Agreement (PBC)

2921.02 Bribery (CIS)

2921.03 Intimidation (*)
*Will be investigated by the investigator assigned the original offense or incident.

2921.04 Intimidation of Crime Victim or Witness (*)
*Will be investigated by the investigator assigned the original offense or incident.

2921.05 Retaliation (*)
*Will be investigated by the investigator assigned the original offense or incident.

2921.51 Impersonating a Peace Officer or Private Policeman (CIS)

2923.161 Discharging a Firearm at Habitation or School (PBC)

2927.12AM Ethnic Intimidation/Aggravated Menacing (PBC)

2927.12M Ethnic Intimidation/Menacing (PBC)

- 2927.12CM Ethnic Intimidation/Criminal Mischief (PBC)
- 2927.12CD Ethnic Intimidation/Criminal Damaging (PBC)
- 2927.12TH Ethnic Intimidation/Telephone Harassment (PBC)

3. Prepare a Form 303 for the following offenses/instances:

- 2913.02V Theft - Stolen Vehicles (PBC)
 - a. Investigated by civilian clothes personnel in the district where the theft occurred.
- 2913.02VR Recovered Stolen Vehicle (PBC)
 - a. Investigated by personnel in the district where the theft occurred.
- 2913.02L Theft - Stolen License Plate(s) (PBC)
(including expired plates)
- 2913.02LR Recovered Stolen License Plate(s) (PBC)
- 2913.03V Unauthorized Use of a Vehicle (PBC)
- 2913.03VR Unauthorized Use of a Vehicle Recovery (PBC)
- 2913.41V Vehicular Defrauding of a Livery or Hostelry (PBC)
- 2913.41VR Vehicular Defrauding of a Livery or Hostelry Recovery (PBC)

NOTE: The district collator will enter a monetary value for stolen and recovered vehicles on the report. The value of a vehicle is determined by using the following Internet sites: <http://www.kbb.com/>, the Kelly Blue Book home page, or <http://www.nadaguides.com/>, the NADA guidebook home page. To ensure the recovery value is consistent with the reported value, the recovery district collator must contact the district collator where the larceny occurred.

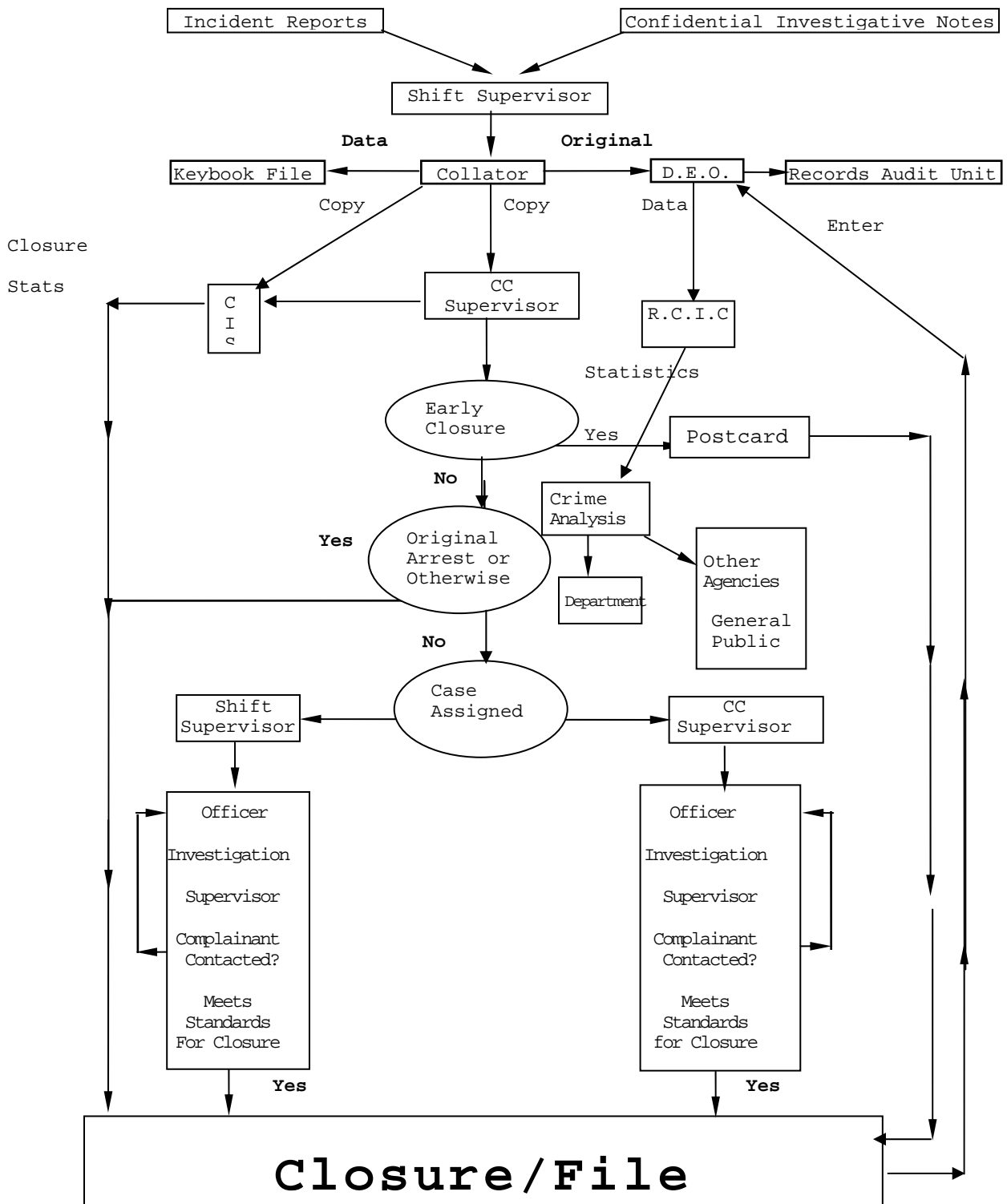
4. Offenses investigated at the district level will be processed as outlined on the attached Incident Report Flow Chart.

I. Case Closure Audit

- 1. On a monthly basis, the district commander will ensure a random audit of cases closed by both investigative and uniformed personnel is conducted. Early closures will not be included in this audit.
 - a. This audit will include:
 - 1) A ten percent sample of inactive closures.

- 2) A ten percent sample of otherwise closures.
 - 3) A ten percent sample of unfounded closures.
 - b. A district supervisor not assigned to the Investigative Unit will conduct this audit.
 - 1) The auditing supervisor will personally contact the complainant to ensure the report was properly closed and that the investigating officer properly notified them of the closure.
 - c. The district commander will ensure a monthly summary of the case closure audit is forwarded to him for review.
 - d. District commanders will ensure quarterly reports are biannually compiled and forwarded to the Patrol Bureau Commander (first and second quarter submitted during July, third and fourth quarter submitted during January).
- J. Investigation Requests from Other Law Enforcement Agencies
- 1. CIS will monitor and control investigative requests from law enforcement agencies outside the Cincinnati Police Department.
 - a. Document and forward all extensive investigative requests received from outside law enforcement agencies to CIS.
 - 1) CIS will assign the request within the Police Department.
 - 2) The district, section, or unit receiving the request will conduct the follow-up investigation, provide the requested assistance, if possible, and contact the outside agency advising them of the investigative results.
 - 3) Forward a Form 311, Cincinnati Police Department Incident Closure Report, to the CIS Commander. The Form 311 will contain the case disposition and state the outside agency has been contacted and advised.
 - 3) Affected districts will handle routine requests for assistance from adjoining police agencies.

INCIDENT REPORT FLOW CHART



Procedure 12.230 - Fatal Crash Investigation and Placement of Related Charges

Procedure 12.616 - Notifications: Deceased Persons and Police Action Resulting
in Life Threatening Injuries/Death

Procedure 12.705 - Property Confiscation

Procedure 12.715 - Property and Evidence: Accountability, Processing, Storage
and Release

Ohio Revised Code 313.12 - Notify Coroner of Death by Violence or Suicide

Ohio Revised Code 313.13 - Autopsy

Hamilton County Coroner's Office Manual: General Office Policies and
Procedures, Sections 2.4 & 2.18.0

Mentally Retarded Person – A person having significantly subaverage general intellectual functioning existing concurrently with deficiencies in adaptive behavior, manifested during the developmental period.

Developmental Disability - A severe and chronic disability characterized by all of the following:

1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of section 5122.01 of the Revised Code.
2. It is manifested before age twenty-two.
3. It is likely to continue indefinitely.
4. It results in one of the following:
 - a. In the case of a person under three years of age, at least one developmental delay or established risk;
 - b. In the case of a person at least three years of age but under six years of age, at least two developmental delays or an established risk;
 - c. In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
5. It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Purpose:

To ensure the timely and efficient investigation of incidents involving deceased persons, while preserving potential evidence of a crime by securing the site pending the release of the body by the Hamilton County Coroner.

To protect the dignity of persons who have died and to lessen the effects of the death on members of the decedent's family.

To ensure the timely transfer of information between the Police Department and the Hamilton County Coroner's Office.

Ensure proper handling of evidence in cases involving deceased persons.

Policy:

Officers will exhaust all reasonable means to determine whether a person is deceased. It is better to make the mistake of sending someone to the hospital who is already dead than for a person to die as a result of a wrong assumption.

A supervisor must respond to the scene of all deceased persons.

Information:

The Hamilton County Coroner's Office is responsible for the transportation of all deceased individuals except decomposed bodies. A Hamilton County Sheriff's Office (HCSO) prisoner detail will transport all decomposed bodies.

The Police Department is required by law to report all deaths of mentally retarded and/or developmentally disabled individuals to the Coroner's Office regardless of the circumstances.

Procedure:**A. Investigation of Non-Suspicious or Natural Deaths****1. Officer's Responsibilities:**

- a. Upon the discovery of a deceased person, use all reasonable means to determine whether the person is dead:
 - 1) Inspect the body for any signs of life. Check for airway obstructions, breathing, and pulse.
 - 2) If unable to determine after using all reasonable means, request the Fire Department respond.
- b. The on-scene officer will notify a supervisor.
- c. Secure the scene until the arrival of a supervisor.
- d. The initial investigating officer will complete a Form 316A, Deceased Person Report.

- 1) If the officer obtains complete information at the scene, the Hamilton County Coroner's Office may be able to authorize release of the body directly to a funeral director.
 - a) Advise the funeral home to contact the reporting district with the death pronouncement information required for the Form 316A.
 - 1] The district will fax the completed Form 316A to the Coroner's Office.
- e. A physician on the scene may make the official death pronouncement. The officer must still receive instructions from the Hamilton County Coroner's Office regarding disposition of the body.

2. Supervisor's Responsibilities

- a. The district supervisor on the scene will assume command of the initial investigation and immediately contact the Hamilton County Coroner's Office.
 - 1) Notification to the Hamilton County Coroner's Office will be made in all accidental or natural deaths, except natural deaths at nursing homes (see Section F.) and the death of a child who was an in-patient at Children's Hospital (see Section B.2.). These exemptions do not apply to individuals who were mentally retarded or developmentally disabled. The supervisor must notify the Coroner's Office in all cases where the deceased was mentally retarded or developmentally disabled.
 - 2) The Coroner's Office will evaluate the circumstances of the death with the supervisor. The Coroner's Office will determine if an investigator and/or forensic pathologist will be sent to the scene.
 - a) If the Coroner's Office sends an investigator and/or forensic pathologist to the scene, the supervisor will remain at the scene and coordinate the investigation with the Coroner's Office.
 - b) If the Coroner's Office does not send an investigator and/or forensic pathologist to the scene, the district supervisor will proceed with the death investigation.
- b. If the Coroner's Office does not respond, photograph the body in the position it was discovered.
 - 1) Unless prevented by scene restrictions, take additional photographs of the right, left, top, and bottom sides of the body, moving the body to photograph, if necessary.

2) Properly label photographs with the date, time, address, and identity of the photographer.

a) If the body goes to the Coroner's Office, the photographs remain with the body. Otherwise, attach photographs to the Form 316A.

c. Make arrangements for next of kin notification in accordance with Procedure 12.616, Notifications: Deceased Persons and Police Action Resulting in Life Threatening Injuries/Death.

B. Investigation of Homicide or Suspicious Deaths

1. If there is evidence the death was due to homicide, suicide, suspected suicide, fire, death while in police custody, death involving suspicious circumstances, or the death of a child seven years of age or younger, a supervisor will immediately secure the crime scene and post an officer or officers to restrict entry into the scene.

a. A supervisor will assign an officer to complete a Form 390, Crime Scene Admittance Log, documenting the personnel who have entered the scene, the time and date they entered, the reason for entering, and the time and date they exited the scene.

b. A district supervisor will contact the Homicide Unit explaining the circumstances requiring their response. The first officer on the scene, the notifying supervisor, and any other officer with pertinent information will remain on the scene. No one will be released except by a Homicide Unit supervisor or ranking Homicide Unit investigator.

1) When the Homicide Unit arrives, the ranking Homicide Unit supervisor or investigator will take command of the investigation.

a) Homicide Unit personnel are responsible for completing the Form 301, Cincinnati Police Department Incident Report, for the homicide.

b) District personnel on scene are responsible for the completion of any other reports.

1] The investigating officer will complete a Form 316A and fax it to Criminal Investigation Section (CIS).

c. Homicide Unit personnel will insure the Coroner's Office was notified for all deaths involving homicide, suicide, suspected suicide, fire, suspicious circumstances, children seven years of age or younger, mentally retarded or developmentally disabled individuals who died as the result of an above listed occurrence; or if the death occurred while in police custody. Homicide Unit personnel will provide the relevant preliminary information regarding the death.

2. Officers dispatched to Children's Hospital regarding the death of a child will immediately notify the Homicide Unit and request a district supervisor respond.
 - a. Homicide Unit personnel will respond to consult with the attending physician and assume command of the investigation.
 - b. The attending physician at Children's Hospital is responsible for notifying the Coroner's Office prior to requesting an officer respond.
3. The HCSO will investigate all deaths occurring at the Hamilton County Justice Center, River City Correctional Center, Queensgate Correctional Facility, and the Hamilton County Juvenile Court Youth Center.

C. Deceased Prisoners

1. Officers will immediately notify a supervisor.
2. The responding supervisor will summon the Homicide Unit and Internal Investigations Section (IIS) when a person, while under or just prior to police control and as a result of police activity, dies or suffers life threatening injuries.
 - a. Homicide Unit and IIS will conduct a prompt and thorough investigation of any incident where a person dies while in police custody.
 - b. Police personnel will cooperate fully in the investigation.
3. Notify the District Commander or, if at night, the Night Chief.

D. Crime Scene Protection

1. The first supervisor on the scene will ensure the crime scene is secure.
2. The supervisor on the scene will assign an officer to complete a Form 390 documenting the personnel who have entered the scene, the time and date they entered, the reason for entering, and the time and date they exited the scene.
3. Officers will not touch anything unless absolutely necessary and will not take any photographs. No one will be allowed to enter the scene until the Homicide Unit arrives. Criminalistics Squad will process the scene.
 - a. Weapons may need to be secured for safety reasons, or if the scene will undergo an uncontrollable change such as fire, explosion, flooding, etc.
 - 1) Photograph any weapon(s) before moving. Note the time, location, where it was placed, and the person who moved

the weapon.

- b. Refer to the Investigations Manual for in-depth guidelines.

E. Investigations of Accidental Deaths

1. Some scenes require extra officer safety precautions. Be sure the scene is safe to work in before investigating.
 - a. Notify the Cincinnati Fire Department or Building Department as necessary.
2. Secure any equipment possibly involved in the death, e.g., electrical equipment that may have fallen into a bathtub, a jack believed to be faulty, a space heater emitting toxic gases, etc.
 - a. Submit any evidence for examination according to Procedure 12.715, Property and Evidence: Accountability, Processing, Storage and Release.

F. Natural Deaths at Nursing Homes

1. An officer and a supervisor will respond, if summoned, to the scene to investigate.
 - a. The Coroner's Office does not need to be notified by police, unless the deceased individual was mentally retarded or developmentally disabled.
 - 1) A Form 316A will not be made.
 - b. If the deceased has been the victim of a previous assault or the subject of previous patient abuse, the Coroner's Office and Homicide Unit must be notified.
 - 1) Contact CIS and request a records check.
 - 2) Review the patient's records.
2. Advise the nursing home staff it is their responsibility to notify the next of kin and arrange for disposition of the deceased.
 - a. Deceased persons with no known next-of-kin, who require county burials or storage for other reasons, will be accepted at the Hamilton County morgue.
 - 1) It is the responsibility of the nursing home to arrange transportation to the morgue.

G. Expected Deaths of Terminally Ill Hospice Patients

1. Expected deaths at a residence, rather than in a health care facility, come under the Coroner's jurisdiction.

2. Home health care/hospice nurses are required to report these deaths to the Coroner's Office using their Standard Death Report Form.
 - a. This includes disposing of any remaining medication, securing a pronouncement for the death certificate, ensuring there were no recent falls or unnatural events, and that a funeral home has been contracted to transport the deceased.
 3. An on-scene hospice nurse relieves the Police Department of death reporting responsibility in cases of expected deaths of terminally ill hospice patients.
 - a. If needed, an officer and a supervisor will respond to the scene to investigate. If an officer and supervisor respond, the supervisor has the responsibility to ensure the appropriate Coroner's Office notification was made if the death involved a mentally retarded or developmentally disabled individual.
 - 1) A Form 316A will not be made.
 4. This does not relieve or preclude an officer on the scene from investigating the circumstances of a death.
- H. Disposition of Property According to Type of Death Report
1. If the deceased lived alone, secure the premises.
 - a. Officers will not do an inventory search.
 2. Direct all inquiries about the premises and personal property to the Coroner's Office. Final disposition of personal effects is the responsibility of the Coroner.
 3. If the deceased lived alone and the body must go to the morgue, secure the premises even if next-of-kin is present. Explain to the next-of-kin that re-entry into the premises requires authorization from the Coroner's Office.
 4. If the Coroner's Office releases the body, the next of kin can make arrangements to have a funeral home respond.
 - a. Police do not need to inventory or secure the property.
 5. In cases of a suspected homicide, Homicide Unit personnel will consult with the Coroner's Office to determine what property will be transported with the body to the Coroner's Office and what property will be processed as evidence according to Procedure 12.715, Property and Evidence: Accountability, Processing, Storage and Release.
 - a. Property going to the morgue with the body, or property held by police, will be documented on the Form 316A in the presence of, and signed by, the Coroner's transport service.

I. Decomposed Bodies

1. The on-scene supervisor will authorize the request for a prisoner detail for the removal of a decomposed body.
2. District desk personnel will contact the Hamilton County Coroner's Office to request transport of decomposed bodies.
 - a. The Coroner's Office will notify the HCSO, Corrections Division, to respond to the scene with an inmate detail.
 - 1) The HCSO will provide a transportation vehicle, transportation officer, and a four-man inmate detail. A HCSO supervisor will issue clothing, gloves, and masks to the inmates. Body bags and stretchers are in the transport vehicle. Evidence tape is provided to the transport service by the Coroner's Office.
 - 2) Do not expose detail inmates to any condition that could jeopardize their health or safety.
3. All bodies will be transported in a sealed body bag.
 - a. The body bag will be secured with evidence tape by the transport service in the presence of the releasing officer or other agent.
 - 1) The tape will be initialed by the releasing officer and the transport service.
 - a) The sealed body bag will be opened by the morgue attendant while in the presence of the transport service upon arriving at the morgue, unless otherwise directed by attending pathologist.
 - b) The name of the releasing agent will be noted on the transport's record.
4. Police personnel will retain responsibility for the investigation and required reports. Cases investigated by the Homicide Unit may require special handling.
 - a. Homicide Unit personnel may give specific directions on transporting and handling the body to preserve evidence or expedite the investigation.
5. Any time property is transported to the morgue with the body, taken to the Coroner's Office, or held by the police, the investigating officer will document all items on the Form 316A, Deceased Person Report.
 - a. The transport service will sign the Form 316A acknowledging receipt of the listed items.